



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Energy Center

Division: Directors Office

Sub-Section:

TITLE: Energy Center Loan Records

CUTOFF: Final loan payoff

DESCRIPTION: Includes loan payment records, progress reports, supporting documentation, correspondence to and from loan recipients, engineering reviews of loan applications, and federal regulations governing issuance of loans. Subject to state audit (3 years) and federal audit (5 years). This includes Technical Assistance Reports.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22425

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Energy Center Project Records

CUTOFF: Close of project

DESCRIPTION: Include work plans, corresponding reports, financial expenditures, final product, project correspondence, technical calculations related to a specific funded project, etc. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22424

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Federal Grant and Energy Center Subgrant Records

CUTOFF: Close of grant

DESCRIPTION: Includes Notice of Financial Assistance Awards, Financial Status Reports, payment records, progress reports, supporting documentation, correspondence, federal regulations covering grants, and State Heating Oil and Propane grant records. Subject to federal audit (5 years) and state audit (3 years). Records pertain to grants received from outside parties (usually federal government), as well as grants given to others using funds from the federal government (subgrants).

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22422

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Energy Center

Division: Directors Office

Sub-Section:

TITLE: Financial Operating Records

CUTOFF: EOSFY

DESCRIPTION: Includes appropriations, allocations, invoices, expenditure reports, payroll, payment requests, SAM II reports, etc. See Missouri General Records Schedule (GRS) for payment supporting documentation. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22423

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Legislative Issues Files

CUTOFF: When legislation is passed or initiative is abandoned

DESCRIPTION: Records related to proposed legislation. For initiatives that fail, carry older files forward when the proposal is renewed.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22420

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Petroleum Violation Escrow Fund Records

CUTOFF: Date of final restitution and report to that effect

DESCRIPTION: A Federal Court ruled in late 1980s that oil companies overcharged consumers for gasoline. This resulted in annual payments to Missouri of millions of dollars as restitution to be used for energy-related projects that benefit consumers. Requires annual reporting to courts and federal government on how money was spent. Includes court documents, settlement papers, legal opinions, etc.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22421

SERIES STATUS: Approved

APPROVAL DATE:

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